

Required Documents and Reviews/Approvals by Acquisition Type							
	Service		Product		Modifications and Options		
	New Acquisition < \$10 million	New Acquisition > \$10 million	New Acquisition < \$10 million	New Acquisition > \$10 million	In-Scope Modification (including \$0)	Funding Modification	Exercise Option
Documents							
<i>Submitted with PR</i>							
NOAALink Worksheet	•	•	•	•	•	•	•
Performance Work Statement (PWS) or Statement of Need	•	•	•	•	Description of Change*		Description of Change*
Independent Government Cost Estimate (IGCE)	•	•	•	•	•		
IT Security Checklist	•	•	•	•			
Section 508 Standards Checklist and Assessment Certification	•	•	•	•			
Justification for Other than Fair and Open Competition (JOFOC)	If requesting sole source		If requesting sole source				
Brand Name Justification			If requesting brand name product				
Vendor Letter Certifying Invoicing is Complete at Task Closeout						If requesting deobligation	
<i>Developed with AGO</i>							
Quality Assurance Surveillance Plan (QASP)	•	•					•
Milestone Plan	\$150k + Informal acquisition planning	Formal Acquisition Plan					
Acquisition Plan				•			
Market Research Checklist (completed in coordination with Contract Specialist)		•		•			
Review/Approvals							
CIO Council		•		•			
Program Management Council (PMC)		•		•			
Department of Commerce Investment Review Board (IRB)		•		•			
Acquisition Review Board (ARB)		Task Orders exempt					
Line or Staff Office Budget Office	•	•	•	•		•	•
NOAALink Program Office (NPO) - CRequest	•	•	•	•	•	•	•
Submit approved PR as directed by NPO to regularly servicing acquisition office, field delegate with NOAALink procurement authority, or Acquisition and Grants Office (NLK)	•	•	•	•	•	•	•

* Requestor should include a description of change(s) in the 'Purpose' field of C.Request or in a supporting document attached to the C.Request.